

Marusak, Kirk

From: FOIA GROUP [foia@foia.com]
Sent: Wednesday, January 22, 2014 11:24 AM
To: Marusak, Kirk
Subject: Initial Response : Need Approval of Invoice Charges By Close of Business on June 28, 2013

Hello Kirk,

Our client has just asked if we can give him at least a week to either get approval or decide on how they want to proceed with this.....Can you put a hold on this.....

Maureen
FOIA Group, Inc.

003944

From: Marusak, Kirk [<mailto:Marusak.Kirk@epa.gov>]
Sent: Thursday, January 16, 2014 2:16 PM
To: FOIA GROUP
Subject: RE: Response : Need Approval of Invoice Charges By Close of Business on June 28, 2013

Hi, Maureen,

The actual charges were more than \$1,000.00 because the amount of documents scanned were a lot more than I originally estimated in June 2013. I had to scan almost all of the documents from the contract files rather than our internal EAS contract system. However, I am charging you \$504.00 due to the length of time that has passed since you originally submitted FOIA Request EPA-HQ-2013-007019.

Search – 14 hours - \$392.00
Review – 4 hours - \$112.00
Total Charges \$504.00

Besides working on this FOIA request during the day, I worked on it during the evenings, over one weekend, and even during my Christmas time-off in Florida just to get it completed. Please let me know if \$504.00 is acceptable. I would still like you to grant me with a due date extension to February 5, 2014 when responding back to this email message. Thank you.

Kirk

From: FOIA GROUP [<mailto:foia@foia.com>]
Sent: Thursday, January 16, 2014 12:15 PM
To: Marusak, Kirk
Subject: Response : Need Approval of Invoice Charges By Close of Business on June 28, 2013

YIKES!!!! I just emailed our client with the information you provided....I told them early February....So hopefully we will see the docs before then? Did the cost come in at \$400, more or less>

Maureen
003944

From: Marusak, Kirk [<mailto:Marusak.Kirk@epa.gov>]
Sent: Thursday, January 16, 2014 12:08 PM
To: FOIA GROUP
Subject: RE: Status Inquiry : Need Approval of Invoice Charges By Close of Business on June 28, 2013

Hi, Maureen,

I have the documents completed. I finished the response letter a few minutes ago. I am currently uploading each individual document into FOIAOnline. I have a cost worksheet, executive summary, and the invoice to complete today. Mildred Jackson, my co-worker, will review the documents within one week. Then, the FOIA package must go up to my manager, 2 secretaries, and Thomas Dussault, our division director, for review, approval, and final signature.

I sent you an email message through FOIAOnline asking you to grant me a due date extension to February 5, 2014. I will probably the response letter signed before then, but I am trying to give each person enough time to review the package. Please let me know if February 5, 2014 is acceptable to you. Thank you.

Kirk

From: FOIA GROUP [<mailto:foia@foia.com>]
Sent: Thursday, January 16, 2014 12:00 PM
To: Marusak, Kirk
Subject: Status Inquiry : Need Approval of Invoice Charges By Close of Business on June 28, 2013

Hello Kirk,

Any word on the status of this request...are they on the way? Our client is asking.

Maureen
FOIA Group, Inc.

003944

From: Marusak, Kirk [<mailto:Marusak.Kirk@epa.gov>]
Sent: Monday, December 02, 2013 12:49 PM
To: FOIA GROUP
Subject: RE: Status Inquiry : Need Approval of Invoice Charges By Close of Business on June 28, 2013

Dear Maureen,

I am currently scanning the work assignments including amendments and emailing them to myself. I have completed the work assignments including amendments for the Base Period. I am currently scanning the work assignments including amendments for Option Period 1 today and tomorrow. The contract contains a base period and 4 option periods. I hope to have all documents scanned and redacted by next week. Although I will be out of the office from December 17 through December 26, I hope to have the entire FOIA package signed by my division director and uploaded into FOIAOnline by December 31, 2013.

Kirk Marusak
FOIA Specialist
Office of Acquisition Management

From: FOIA GROUP [<mailto:foia@foia.com>]
Sent: Monday, December 02, 2013 11:10 AM
To: Marusak, Kirk
Subject: Status Inquiry : Need Approval of Invoice Charges By Close of Business on June 28, 2013

Hello Kirk,

Can you please provide us with the status of this request. We show that our client did approve this fee estimate., \$400. Can you indicate when we can expect the documents?

Maureen
FOIA Group, Inc.

003944

From: Marusak.Kirk@epa.gov [<mailto:Marusak.Kirk@epa.gov>]
Sent: Thursday, June 13, 2013 2:15 PM
To: FOIA GROUP
Subject: Need Approval of Invoice Charges By Close of Business on June 28, 2013

06/13/2013 02:02 PM
FOIA Request: EPA-HQ-2013-007019

Dear Ms. Santos,

I looked at the work assignments including amendments issued under Contract EP-W-10-002, which you have requested under FOIA Request EPA-HQ-2013-007019. The estimated invoice charges for searching and reviewing the respective documents is \$400.00. Before I can proceed on your FOIA request, I need you to approve the \$400.00. You have until close of business (COB) on Friday, June 28, 2013 to provide me with your decision. Otherwise, I will end up canceling FOIA Request EPA-HQ-2013-007019, which I would like to avoid. Please respond back to be by COB on June 28, 2013. Thank you.

Sincerely,

Kirk Marusak

FOIA Specialist

Office of Acquisition Management